



City of Houston Mayor's Youth Council By-Laws

Article I: Name and Purpose

Section 1: Name: City of Houston Mayor's Youth Council

Section 2: Purpose of the Organization: The Mayor's Youth Council (MYC) is an organization that allows Houston youth to discuss pertinent issues while promoting civic activism and service learning through its role in civil engagement. The primary goal of the MYC is the representation of Houston's youth.

Article II: Membership

Section 1: Membership Positions

- A) There are to be a minimum of thirty-five (35) members serving on the MYC: eleven (11) District Council Members, five (5) At-Large Members, eleven (11) District Aides, five (5) At-Large Aides, one (1) Chair, one (1) Vice Chair, and one (1) Secretary.
- B) Members serve one (1) year terms beginning in October and ending in May.
- C) Additional positions may be added as recommended by the MYC Executive Committee and/or MYC advisors with majority vote approval of District, At-Large and Executive Committee members.

Section 2: Requirements for Membership

- A) A member must be a high school student (grades 9-12) residing in or attending school in the City of Houston at the beginning of his or her term on the MYC.
- B) District Council Members must live in the council district they represent. Aides and At-Large Members may live in any council district.
- C) If there is no applicant for the District Council position; 1) advisors will solicit a candidate from the elected Houston City Council Member or, 2) solicit an applicant from a school within the council district, or 3) the Chair may appoint, with Council confirmation, members to fill vacant seats with a majority vote of members.
- D) Applicants must submit an application to MYC advisors.
- E) If the application passes the initial screening process, the applicant will be notified and an interview date with the MYC selection committee will be scheduled.

- F) Members will be selected based on application and interview, and the position the applicant will serve will be determined by the MYC advisors except for the Chair and Vice Chair.
- G) Members must apply each year.

Section 3: Duties of Members

A) Duties of District and At-Large Council Members:

- i. Represent position on MYC as assigned
- ii. Communicate with other youth in district represented or at-large
- iii. Identify issues and concerns of youth in district represented or city at-large
- iv. Communicate youth issues to elected officials and department representatives
- v. Work with the membership to plan and implement projects, activities and events
- vi. Participate in organized MYC projects, events and activities
- vii. Chair, Co-Chair or serve on a subcommittee
- viii. Notify Aide for planned absences to ensure representation.

B) Duties of Council Aides:

- i. Work collaboratively with Council Member to address needs of position
- ii. Conduct research of inquiries or issues raised during MYC meetings
- iii. Work with the membership to plan and implement projects, activities and events
- iv. Participate in organized MYC projects, events and activities
- v. Chair, Co-Chair or serve on a subcommittee
- vi. Represent Council Member in his/her absence

Section 4: Absences and Dismissal of Members

- A) Members of the MYC who miss more than three (3) regular meetings are subject to dismissal. Members with two (2) absences will be informed of their attendance issue by the Chair and/or advisors. If the member in question doesn't respond or misses a third meeting, the Chair will recommend dismissal of the member, to be enacted through a majority vote.
- B) The Chair and/or advisors will notify the member of his/her dismissal.
- C) The Chair may appoint, with Council confirmation, a member to fill the vacancy, with a majority vote of members.

Article III: Executive Committee

Section 1: Members

- A) The Executive Committee will consist of one (1) Council Chair, one (1) Vice Chair, one (1) Council Secretary, and one (1) Communications and Social Media Director.
- B) Executive Committee members must have served as a member of the MYC for at least one term.

Section 2: Selection of Members

- A) The seat of Council Chair will be filled through an initial election held at the beginning of the term. Any member of the Mayor's Youth Council who has served

one term may seek the Chair position. The Chair will be selected through majority vote of the full membership (District members, At-Large, and Aides).

- B) The candidate with the second highest number of votes will serve as the Vice Chair.
- C) Positions made vacant by election of the Chair and Vice Chair will be appointed by MYC advisors.
- D) The Council Secretary and Communications and Social Media Director will be appointed by MYC advisors.

Section 3: Duties of Executive Committee Members:

- A) Council Chair – Leads the council; serves as the primary representative and spokesperson for the MYC; presides over MYC and Executive Committee meetings, and develops the agenda for meetings. Also works with membership and advisors to recommend, develop, plan and implement projects, activities and events.
- B) Vice Chair – Assists the Chair in leading the council; presides over meetings or records minutes in place of the Chair or Secretary in case of absence; recommends items to the Chair for placement on the meeting agenda; works with the Chair, membership and advisors to develop, plan and implement projects, activities and events. In the event of a vacancy of the Chair, the Vice Chair shall become the Acting Chair until a vote to fill the Chair's position is held.
- C) Council Secretary – Calls roll, keeps attendance, records meetings minutes, and prepares the written agenda for the Executive Committee and full MYC meetings.
- D) Communications and Social Media Director – Works with MYC advisors and MYC members to determine messaging and promotion of events on social media platforms; make sure posted information on it is current and up-to-date; photographs and documents projects, activities and events; identifies ways to better communicate with and inform Houston's youth about the MYC activities.

Article IV: Meetings

Section 1: Executive Committee Meetings

- A) Executive Committee meetings are to prepare an agenda and plan for the upcoming Council meeting.
- B) Executive Committee Meetings are to be held on the first Wednesday of every month at a time to be determined by the Committee, unless circumstances do not permit, in which case the meeting will take place at a date determined by the Chair. The Committee may change the day of the meeting but it must be held with ample time for MYC advisors to review and discuss the agenda with the Chair prior to the Council meeting.
- C) The Executive Committee is responsible for coordinating and conducting this meeting, notifying members and determining location or method of communication. The Chair shall preside over meetings of the Executive Committee. Meetings are to

consist of open dialogues on the activities of the MYC and upcoming projects and events. Executive meetings are less structured, with any member able to comment freely in the discussion.

D) MYC advisors will assist as requested.

Section 2: Council Meetings

- A) Council meetings are held on the second Tuesday of the month unless circumstances do not permit, in which case the meeting will be on the third Tuesday of the month. Council meetings begin at 6:30 PM and end at 8:00 PM.
- B) Council meetings open with the Chair calling the meeting to order followed by the pledge of allegiance and an invocation to be led by each Council member in succession beginning with District Council members, followed by At-Large members.
- C) Afterwards the meeting will move on to roll call by the Secretary.
- D) The Chair will then introduce any guest speakers.
- E) After guest speakers, the Chair may open with an Executive Committee report, updating Council Members on items discussed at the Executive Committee meeting or other matters deemed necessary. The Chair may invite other Executive Committee members or other persons to address the Council at this time.
- F) Following the Executive Committee reports, the Chair may call for reports from Committee Chairs or Directors.
- G) The Chair and Secretary will then invite public comment from the audience and the Secretary will call forward any speakers wishing to address the Council on any matter.
- H) The Secretary will then close public comment and move to the Council agenda. The Secretary will call each item of the agenda, reading its summary to the Council. The Chair will then call for discussion from Council members, followed by vote on items that need Council action.
- I) A Council meeting vote will consist of all Executive Committee members, District and At-Large Council members present. Votes will be by majority of members. If a Council member is not present the Council Aide may vote on his/her behalf. Any voting member may request an individual roll call vote in which each vote is recorded as the Secretary calls the roll of eligible voters.
- J) After all items have been considered and the agenda is complete, the Chair will open the floor to all members to make announcements – known as Pop Off.
- K) The Chair will then adjourn the meeting.

Article V: Council Committees

Section 1: Purpose: Civic engagement is core to the MYC, so Council committees will be formed to research and address issues that are important to young people either through activities, events, projects, or in other ways recommended by the particular committee. All District, At-Large and Aides must serve on a Council committee and participate in its activities.

Section 2: Council Committees

- A) At the beginning of each term, the Executive Committee and MYC advisors will assess the committees from previous terms to consider amending them. New committees may be recommended by MYC advisors, the Chair or any member of the MYC.
- B) Committees will be presented to the full MYC and members may select a committee to serve on. The Chair will ask for volunteers to serve as Chairs or Co-Chairs. The Chair or advisors may appoint members to certain committees.
- C) Committees are responsible for developing a project, activity, or presentation; coordinating and conducting their own meetings as necessary. Committees must also provide reports to MYC advisors and the full committee on their activities.
- D) MYC advisors will assist Council committees in the development and implementation of their project or activity as requested.

Article VI: Amendments and By-Laws

Section 1: Provisions for Amending the By-Laws:

- A) Any member may make requests for amendments to MYC advisors and the Chair.
- B) The MYC Constitution may be amended by a 2/3 vote of the entire Council at a council meeting.
- C) Amendments must be proposed at a regular meeting and voted on at a subsequent regular meeting.

Section 2: Quorum

- A) For a vote to be held on an amendment to the By-Laws, at least one half of the Council Members or designees must be present at the Council meeting.
- B) If a voting member of the MYC is absent for two consecutive Council meetings, his/her voting privilege on the amendment in question is to be suspended for the remainder of the debate, and the absence is not to be counted in the quorum.